



Manpower Standard

★ RESOURCE MANAGEMENT FLIGHT

★ This Air Force Manpower Standard (AFMS) quantifies the manpower required to accomplish the tasks described in the process oriented description for varying levels of workload. This standard provides the manpower needed to support a Resource Management Flight during peacetime. It does not apply to Vance AFB, the Air National Guard, or the Air Force Reserve. This standard does not apply to bases where a cost comparison study (OMB Circular A-76) was conducted. Such bases will develop a negative variance to account for processes not performed and a positive variance to account for processes not included in this AFMS. Both a positive and negative mission variance must be developed for all work within the organization that has undergone a cost comparison. This AFMS was developed in accordance with policies and procedures outlined in AFI 34-110, *Outdoor Recreation Programs*; AFI 34-209, *NAF Financial Management and Accounting*; AFI 65-107, *NAF Financial Management Oversight Responsibilities*; and AFMAN 38-208, *Air Force Management Engineering Program (MEP)*. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to AFCQMI/MQBA, 550 E Street East, Randolph AFB, Texas 78150-4451.

★ **NOTE:** This standard applies to all CONUS bases and bases in PACAF and USAFE (designated as remote and isolated in accordance with AFI 65-106, *Appropriated Fund Support of Morale, Welfare and Recreation (MWR) and Nonappropriated Fund Instrumentalities*) supporting an assigned military population (Air Force plus other US Services).

★ SUMMARY OF CHANGES

This AFMS supersedes AFMS 45B0, 4 March 1994. It is being reaccomplished because of the Services' reorganization into small, medium, and large organizations. It implements format changes to comply with SAF requirements. It also includes minor administrative changes in the overall layout of the AFMS and renumbering of all paragraphs. Changes are identified with a star (★).

1. Core Composition. The Resource Management flight is responsible for the following activities:

1.1. **Resource Management Flight Chief (45B0).** Responsible for administration of the Resource Management Flight.

1.2. **Resource Management (45B0/45B1).** Responsible for the appropriated and nonappropriated fund budget administration and execution, facility requirements, contract review, central supply and equipment management, and work order control. Manages activities relating to accounting, inventory control, overall financial management of base-level nonappropriated fund instrumentalities, and for activities related to the Maintenance, Training, and Implementation of the PC LAN and Services information management system.

2. Standard Data. See Attachments 2 and 3 for this information.

3. Application Instructions. Refer to Attachment 1 to identify if this AFMS applies to your location. If so, total the organization manpower requirements after applying the individual standards in the attachments.

4. Statement of Conditions. There are no initiatives that affect the Resource Management Flight.

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Attachments

1. Applicability Matrix
2. Resource Management Flight Chief
3. Resource Management

★APPLICABILITY MATRIX

APPLICABLE AFMS	45XA	45XB	45XC	45XD	45XE	45XF	45XG	45XH	45XI
Large Bases*	X	X	X	X	X			X	X
Medium Bases**	X			X	X	X		X	X
Small Bases***	X				X		X	X	X

*All bases supporting an assigned military population (Air Force plus other US Services) above 5,000 and bases in PACAF and USAFE with an assigned military population above 1,000 designated as remote and isolated IAW AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*.

**For all CONUS bases with an assigned military population from 1,000 to 5,000 and all overseas bases with an assigned military population up to 5,000, not otherwise designated as large bases.

***For all CONUS bases with an assigned military population below 1,000.

RESOURCE MANAGEMENT FLIGHT CHIEF (45BX)

A2.1. Core Composition. Not applicable.

A2.2. Standard Data:

A2.2.1. **Approval Date.** July 1992

A2.2.2. **Man-hour Data Source.** Not applicable (Constant Manning).

A2.2.3. **Man-hour Equation.** Y = 1 position

A2.2.4. **Workload Factor.** Not applicable.

A2.2.5. Points of Contact:

A2.2.5.1. **Functional Representative.** Mr. Billy Carter, HQ AFSVA/SVXH, DSN 487-2826.

A2.2.5.2. **AFCQMI Representatives.** Mr. Larry McAllister, AFCQMI/MQBA, DSN 487-5910, ext 3123; and Ms. Audrey Tudyk, AFCQMI/MQBA, DSN 487-5910, ext 3107.

A2.3. Application Instructions. Y = 1 (constant manpower) authorization. Refer to the manpower table at Appendix B for grade and skill.

A2.4. Statement of Conditions (SOC). There are no initiatives that affect the Resource Management Flight Chief.

Appendices

A - Process Oriented Description

B - Standard Manpower Table

C - Process Analysis Summary

PROCESS ORIENTED DESCRIPTION

RESOURCE MANAGEMENT FLIGHT CHIEF

ADMINISTERS THE RESOURCE MANAGEMENT FLIGHT.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Resource Management Support Flight Chief/45BX			N/A								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Services Officer	34M3	*Civ	1								
TOTAL			1								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
★ *This position may be an officer authorization. However, the offset for the officer billet must be taken from the total number of officer authorizations earned in the Combat Support Flight.											
TOTAL											

AF Form 1113, JUN 91 (COMPUTER GENERATED). PREVIOUS EDITION IS OBSOLETE.

PROCESS ANALYSIS SUMMARY

RESOURCE MANAGEMENT FLIGHT CHIEF

PROCESS TITLE

FRACTIONAL MANPOWER

ADMINISTERS RESOURCE MANAGEMENT
FLIGHT

1

TOTAL FRACTIONAL MANPOWER

1

RESOURCE MANAGEMENT (45B0/45B1)

A3.1. Core Composition: The Resource Management function provides resource management, data automation, and logistics to the wing for Services programs.

A3.1.1. **Core Manpower Required.** 7 (Constant Manpower)

A3.1.2. **Core Range.** NA

A3.1.3. **Programming Factor.** NA

A3.2. Standard Data:

A3.2.1. **Approval Date.** July 1992.

A3.2.2. **Man-hour Data Source.** NA

A3.2.3. **Man-hour Equation.** $Y = 7$ (Constant Manpower)

A3.2.4. **Workload Factor.** NA

A3.2.5. Points of Contact:

A3.2.5.1 **Functional Representative.** Mr. Billy Carter, HQ AFSVA/SVXH, DSN 487-2826.

A3.2.5.2. **AFCQMI Representatives.** Mr. Larry McAllister, AFCQMI/MQBA, DSN 487-5910, ext 3123; and Ms. Audrey Tudyk, AFCQMI/MQBA, DSN 487-5910, ext 3107.

A3.3. Application Instructions:

A3.3.1. **Core (fixed).** Allocate seven (four Resource Managers, two Data Automation, and one Logistics) manpower requirements to the Resource Management function.

A3.3.2. **Variances.** Determine the manpower requirement for each approved variance in Appendix C that applies to the base undergoing application.

A3.3.3. **Total.** Sum the results of A3.3.1. and A3.3.2. to determine the total whole manpower requirement and round using current rounding rules. Consult the standard manpower table at Appendix B for skill and grade distribution.

Appendices

A - Process Oriented Description

B - Standard Manpower Table

C - Variances

D - Process Analysis Summary

PROCESS ORIENTED DESCRIPTION

RESOURCE MANAGEMENT

A3A.1. ADMINISTERS RESOURCE MANAGEMENT FUNCTION:

- A3A.1.1. ADMINISTERS NONAPPROPRIATED FUND (NAF) FINANCIAL MANAGEMENT ACTIVITY.
- A3A.1.2. PERFORMS NAF INSTRUMENTALITIES (NAFI) CUSTODIAN DUTY.
- A3A.1.3. COLLECTS NAF AND APPROPRIATED FUND (APF) FINANCIAL AND BUDGETARY DATA.
- A3A.1.4. RECORDS NAF AND APF FINANCIAL AND BUDGETARY DATA.
- A3A.1.5. SUMMARIZES NAF AND APF FINANCIAL AND BUDGETARY DATA.
- A3A.1.6. PERFORMS ACCOUNTING INVENTORY.
- A3A.1.7. PERFORMS BOOKKEEPING FUNCTION.
- A3A.1.8. PROVIDES FINANCIAL ADVICE TO SERVICES MANAGER.
- A3A.1.9. PROVIDES FINANCIAL DATA TO APPROPRIATE AGENCY.

A3A.2. PROVIDES DATA AUTOMATION SUPPORT.

A3A.3. PROVIDES SERVICES LOGISTICS SUPPORT:

- A3A.3.1. REQUISITIONS APF PROPERTY.
- A3A.3.2. ORDERS NAF PROPERTY.
- A3A.3.3. REQUISITIONS DOD PROPERTY.
- A3A.3.4. RECEIVES PROPERTY.
- A3A.3.5. ISSUES PROPERTY.
- A3A.3.6. SCREENS AND TRANSFERS PROPERTY.
- A3A.3.7. CONDUCTS INVENTORY.
- A3A.3.8. MAINTAINS RECORDS.
- A3A.3.9. MAINTAINS EQUIPMENT.
- A3A.3.10. REPORTS PROPERTY LOSS.
- A3A.3.11. DISPOSES OF EXCESS PROPERTY.
- A3A.3.12. MAINTAINS LIAISON BETWEEN SERVICES WORK CENTERS.

VARIANCES

RESOURCE MANAGEMENT FLIGHT

A3C.1. Title. Negative Mission Variance for the NAF Resource Management Flight (RMF).

A3C.1.1. **Definition.** This negative variance deletes three manpower requirements from the Eielson Resource Management function. Elmendorf provides financial accounting, budgeting, procurement, disbursements, and statistical reporting for Services/Lodging funds support for Eielson.

A3C.1.2. **Impact.** -3.000 constant manpower requirement.

A3C.1.3. **Applicability.** Applies to Eielson AFB only.

A3C.2. Title. Positive Mission Variance for a Regional NAF Resource Management Flight (RMF).

A3C.2.1. **Definition.** Elmendorf AFB provides the NAF accounting and management function for Eielson AFB and the remote sites in Alaska. The scope of the operation includes financial accounting, budgeting, procurement, disbursements, and statistical reporting for Services and Lodging funds.

A3C.2.2. **Impact.** +1.000 constant manpower requirement.

A3C.2.3. **Applicability.** Applies to Elmendorf AFB only.

A3C.3. Title. Positive Mission Variance for German Value Added Tax (VAT) Relief.

A3C.3.1. **Definition.** This variance includes time spent supervising the Value Added Tax Relief Program.

A3C.3.2. **Impact.** +20.00 man-hours per month in the program.

A3C.3.3. **Applicability.** Applies to all Resource Management functions located in Germany.

A3C.3.4. **Application Instructions.** Divide man-hours by the appropriate MAF and overload factor to determine manpower requirement.

A3C.4. Title. Positive Mission Variance for Southeast Asia and African Support.

A3C.4.1. **Definition.** The Resource Management Flight supports an isolated unit in Southeast Asia. In addition, local support is provided to ten isolated special unit funds in Southeast Asia and the African continent.

A3C.4.2. **Impact.** +23.50 man-hours per month (+.146 constant manpower).

A3C.4.3. **Applicability.** Applies to Shaw AFB only.

A3C.5. Title. Positive Mission Variance for Services Information Management System (SIMS) Multiple Terminal Concentrator Operations.

A3C.5.1. **Definition.** Terminal concentrators at each remote location require disk backup to provide recovery capability to maintain efficient computer operations. The need for this variance is based on the large volume of lodging operations, the numerous lodging locations, and geographical separation of multi-desk lodging operations from central computer operations. To maintain efficient computer operations and provide quality lodging customer service at the multi-desk locations, in addition to the tasks listed in the core task elements, the following are accomplished: daily tape backups of night audit recovery files, periodic tape backups of full volumes, weekly electronic mail networking files reorganizations, and constant security files maintenance to protect auditable files.

A3C.5.2. **Impact.** Ramstein AB: +.871 constant manpower requirement.
Rhein Main AB: +.436 constant manpower requirement.

A3C.5.3. **Applicability.** Applies to Ramstein and Rhein Main ABs only.

A3C.6. Title. Positive Mission Variance for Logistics Support.

A3C.6.1. **Definition.** Supports logistics requirements of several duplicate functions located on Maxwell AFB and Gunter Annex. The combined responsibilities include support for 111 maintenance vehicles, two Child Development Centers, two Youth Centers, two Recreation Centers, two Equipment Checkout facilities, and two off-base recreation areas.

A3C.6.2. **Impact.** +1.000 constant manpower requirement.

A3C.6.3. **Applicability.** Applies to Maxwell AFB only. Add one Services Journeyman, AFSC 3M051.

A3C.7. Title. Positive Mission Variance for Daily Management of Services Information Management System (SIMS) Lodging Hardware and Software.

A3C.7.1. **Definition.** Requires maintaining critical Lodging hardware and software point-of-sale aspects of SIMS. Provides user training, some specialized programming, controlling interface with other system information, coordinating and installing updates and changes, performing emergency operating procedures and trouble-shooting, identifying required supplies and equipment, and working with system users who experience hardware/software problems.

A3C.7.2. **Impact.** +1.307 constant manpower requirement.

A3C.7.3. **Applicability.** Applies to Ramstein AB only.

A3C.8. Title. Positive Mission Variance for Regional Financial Management.

A3C.8.1. **Definition.** Provides regional management oversight and NAF accounting for Cape Cod AFS, MA; Cavalier AFS, ND; and Buckley Air National Guard Base, CO; in the CONUS and two overseas bases; Woomera AS, SA; and Clear AFS, AK. In accordance with AFI 34 series, the Nonappropriated Fund Resource Management Flight (RMF) provides professional and technical advice and Services financial oversight to the five separate installation commanders, Services Commanders/chiefs, and activity managers on the financial condition, accounting principles, and other financial oversight aspects of all activities. The scope of the operations includes financial accounting, budgeting, procurement, disbursements, and statistical reporting.

A3C.8.2. **Impact.** +1.000 constant manpower requirement.

A3C.8.3. **Applicability.** Applies to Peterson AFB only.

A3C.9. Title. Positive Mission Variance for Accounting Office (AO) (Edward AFB) and Negative Mission Variance for AO (Los Angeles AFS).

A3C.9.1. **Definition.** Edwards AFB performs the following tasks for Los Angeles AFS in the Accounting Office: prepares financial statements; maintains subsidiary ledgers/accounts; maintains open mess membership accounts; prepares dishonored check listing; prepares payroll and time and attendance cards; prepares resale inventory listing; prepares property listing; makes necessary reports concerning the consolidated banking programs; validates cashier reports; manages accounts payable programs; and prepares, approves, and records other routing accounting transactions.

A3C.9.2. **Impact.** Edwards AFB: +3.000 constant manpower requirement.
Los Angeles AFS: -3.000 constant manpower requirement.

A3C.9.3. **Applicability.** Applies to Edwards AFB and Los Angeles AFS only.

A3C.10. Title. Positive Mission Variance for Support of Seven Nonappropriated Fund Instrumentalities (NAFIs).

A3C.10.1. **Definition.** Provides support to seven NAFIs at the Air Force Academy.

A3C.10.2. **Impact.** +1.000 constant manpower requirement.

A3C.10.3. **Applicability.** Applies to USAF Academy only.

A3C.11. Title. Positive Mission Variance for Support of Cadet Dining Hall.

A3C.11.1. **Definition.** Performs accounting functions for the Air Force Academy Cadet Dining Hall.

A3C.11.2. **Impact.** +2.000 constant manpower requirement.

A3C.11.3. **Applicability.** Applies to USAF Academy only.

PROCESS ANALYSIS SUMMARY**RESOURCE MANAGEMENT**

PROCESS TITLE	PROJECTED WORKLOAD	FRACTIONAL MANPOWER
Administers Resource Management Function	Services Squadron	4.000
Provides Data Automation Support	Services Squadron	2.000
Provides Services Logistics Support	Services Squadron	1.000
TOTAL FRACTIONAL MANPOWER		7.000